

Making Notecards for your 7th Grade Research Project

Materials Needed:

- ✓ Index cards
- ✓ Pen
- ✓ Rubber band and/or plastic sandwich bag
- ✓ Various sources

Instructions for making Note Cards:

1. Do all note cards in ink to prevent info from rubbing off.
2. Stack your index cards near you while you're working.
3. If you haven't made your bib cards yet, you'll want to do those at the same time. [Refer to "Making Bib Cards for Your 7th Grade Research Project" handout]
4. Each index card should be numbered with the appropriate source number in the upper right hand corner. [Remember, the "source number" refers to the bib card that has the same source number, and will remind you later that *these* note came from *that* source. Your sources don't need to be organized in any particular order right now, but you should pick to start with and number it #1; your second source will be #2, and so on. Again, refer to your "Making Bib Cards for Your 7th Grade Research Project" handout.]
5. Start with one index card and begin by writing the name of your subtopic [Refer back to your Handout #2, Topics, as needed]. For instance, your subtopic is either: "Early Life", "Geography" or "Timeline of Key Events" depending on whether you chose to focus on a person, place or Era. Write the name of your subtopic (that best relates to the information you're writing on that note card) in the upper left hand corner of the index card.
Next, add a colon mark (:) after your subtopic term and write the research DETAIL your notecard is discussing.
For example:
Early Life: Birth
Geography: Physical landmarks
Timeline of Events: #1
Columbus discovers America
6. Take down the notes from the website in the middle of the index card. They can be bullet points, a summary, or a paraphrase of the website's information. If you take a direct quote, be sure to copy it *exactly as it appears originally* and surround the quote with appropriate punctuation.
7. If your source is a book, copy the page number on the lower right corner of your notecard so you know where to find the information again if needed. **If there is no page number available, write "n. pag." to confirm you double-checked.**

Remember that you can/should vary your note taking.

The 3 types of notes are:

1 Summary:

Taking an extensive amount of information from a source and condensing it to a few sentences focusing on the main idea, restated in your own words.

2 Paraphrase:

Pulling information from a source, keeping it about the same length, but putting it into your own words.

3 Quotation:

Pulling information from a source and reproducing it word-for-word in your paper (requires quotation marks " " and parenthetical citation.)

Subtopic before colon (:)

[Subtopic: Detail]	Source #
Label & begin "Note" here:	
(or) "Topic Sentence":	
(or) "Summary Sentence":	
Page # (or "n. pag.")	